



DEPARTMENT OF INDUSTRIAL RELATIONS  
EXAMINATION ANNOUNCEMENT FOR



APPRENTICESHIP CONSULTANT

WO40 9485 7IR26  
OPEN/NONPROMOTIONAL

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARRITAL STAUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of <b>March 9, 2007, the final filing date</b> . Applications will not be accepted on a promotional basis.
CAREER CREDITS	Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits at the last page of this bulletin.) Competitors eligible to receive career credits must indicate this on the Application Form 678.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 <sup>th</sup> Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at <a href="http://www.dir.ca.gov/dirjobs/dirjobs.htm">http://www.dir.ca.gov/dirjobs/dirjobs.htm</a> or the State Personnel Board website at <a href="http://www.spb.ca.gov">http://www.spb.ca.gov</a> .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and <b>POSTMARKED</b> by the United States Postal Service (a postmark by a "leased" meter will <b>not</b> be accepted) no later than <b>March 9, 2007, the final filing date</b> . Applications postmarked, personally delivered or received via inter-office mail after the final filing period will <b>not</b> be accepted.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$4467-5431 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Apprenticeship Standards.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in April/May, 2007.

(Continued on reverse side)

<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	NOTE: All applicants must meet the education and/or experience requirements for this examination by <b>March 9, 2007, the final filing date.</b>
<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing the duties of an Industrial Relations Representative, Range C.</p> <p style="text-align: center;"><b>Or II</b></p> <p>One year of experience in another State, Federal or private agency performing duties comparable to those of an Apprenticeship Consultant.</p> <p style="text-align: center;"><b>Or III</b></p> <p><b>Experience:</b> Three years of experience in one or a combination of the following types of work. (Possession of a trade certificate issued by the California Apprenticeship Council may be substituted for one year of the required experience.) :</p> <ol style="list-style-type: none"> <li>1. As a representative of a responsible organization, promoting or placing women and/or disadvantaged minority persons in apprenticeship or other on-the-job training programs approved in accordance with the Labor Code; <b>or</b></li> <li>2. Coordinating, directing, or developing jobs for an on-the-job training program for apprentices or trainees in skilled or semiskilled occupations; <b>or</b></li> <li>3. Negotiating and maintaining collective bargaining or trust agreements which included apprenticeable occupations, and establishing and maintaining working standards and conditions; <b>or</b></li> <li>4. As a certified instructor, coordinator or supervisor of classes in an Apprenticeable occupation, or an on-the-job training instructor; <b>or</b></li> <li>5. As an active representative of a labor or management organization on a Joint Apprenticeship Committee approved in accordance with the Labor Code.</li> </ol>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to travel and work irregular hours, tact, and understanding of the problems of minority groups.
<b>ADDITIONAL DESIRABLE QUALIFICATION</b>	Education equivalent to graduation from college.
<b>POSITION DESCRIPTION</b>	This is the full journeyman level. At this level, an incumbent organizes, develops and maintains joint apprenticeship and other on-the-job training committees in assigned areas; advises and assists individuals and employer and employee groups concerning apprenticeship standards; promotes equal opportunity in the programs; conducts reviews and audits of apprenticeship programs; enforces compliance as required by Federal and State laws; and do other related work.
<b>QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%</b>	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p style="text-align: center;"><b>Qualifications Appraisal Interview</b></p> <p>Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p>

<p>(Continued on next page)</p>	<p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>1. Techniques, methods and elements of adequate apprenticeship and other on-the-job training;</li><li>2. Job and training analysis techniques, purposes, functions, and policies of the Division of Apprenticeship Standards and the California Apprenticeship Council;</li><li>3. California laws and regulations pertaining to apprenticeship and other training on the job;</li><li>4. Apprentice-able occupations;</li><li>5. Federal and State laws and regulations pertaining to labor-management relations, wages, hours, working conditions, public works and fair employment practices;</li><li>6. Organization, policies and activities of the major labor union and employer associations;</li><li>7. Prevailing practices and precedents in regard to matters subject to collective bargaining agreements, including knowledge of master agreement negotiations and industry-wide bargaining and industrial relations problems;</li><li>8. Vocational education principles and programs and their relationship to apprenticeship and other on-the-job training.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>1. Read and write English at a level required for successful job performance;</li><li>2. Secure and maintain sympathetic cooperation of employers and labor organizations in formulating, supervising, and administering training agreements, and in developing opportunities for participation in apprenticeship and on-the-job training for minority group members, analyze situations accurately and adopt an effective course of action;</li><li>3. Address an audience effectively;</li><li>4. Use correct English and write effectively.</li></ol>
<p><b>CAREER CREDITS AND VETERANS' PREFERENCE</b></p>	<p><b>Career credits</b> will be granted in this examination. Veterans' preference points will not be granted.</p>

## GENERAL INFORMATION

**For an examination without a written feature, it is the candidate's responsibility** to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) or the Department of Industrial Relations website at [www.dir.ca.gov](http://www.dir.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** As described in the Section covering Knowledge & Abilities

**High School Equivalent:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929